





SR22/26 – Administrator Access

1. Login to License eXpress for Business.
2. Under the "I Want To" section, click **Request access to driver services**.
3. Click **Insurance SR-22/26**.

Request access to these existing accounts	
 Driver and plate search	You'll need: UBI, TIN or EIN number and account Id
 Interlock device vendor	You'll need: UBI number and account Id
 Insurance SR-22/26	You'll need: UBI and WAOIC
 Driver Info. and Adjudication	You'll need: UBI, TIN or EIN number and account Id

4. Make sure you have the required information (UBI and WAOIC), and then click **Next**.
5. Enter the required information and select "Administrator" from the access dropdown menu, then click **Next**.

What account are you trying to access?

In order to gain access, you will need to provide information to identify your account

What is your Unified Business Id?

Required

WAOIC #

Required

What access level would you like to request?

Required

Required

- 1. Administrator
- 2. Manager
- 3. Employee

6. Enter your business role information, then click **Next**.

Your business role

Because you are requesting administrative access, you must provide identifying information about yourself and your role in your business.

Your information

Your name

Required

Are you the owner or supervisor?

Required

What's your role in your organization

Required

7. Agree to the terms of service by clicking the checkbox, then click **Next**.
5. A summary page displays. Verify the information is correct and click **Submit**.
6. You will receive an email when your access request has been processed by DOL.